

**Circuit Court for Baltimore City
Research Analyst II**

The Circuit Court for Baltimore City is seeking an experienced applicant for the position of Research Analyst II. The position will serve as principal staff to the Judge In-Charge of the Criminal Docket and will be responsible for conducting research, data monitoring and data analysis. The incumbent must have the ability to identify trends and develop projections based on complex data.

Essential Functions

- Conducts data analysis and prepares weekly and monthly statistical and narrative reports.
- Assists in the development of best practices and procedures for reviewing and monitoring the Differentiated Case Management System and the Criminal Docket.
- Oversees calendar management responsibilities for the Criminal Docket.
- Works closely with the Criminal Assignment Office and Judicial Information Systems (JIS) to ensure accuracy of data.
- Establishes and reviews quality assurance measures.
- Confers with internal and external stakeholders regarding current data, trends, projections or impact of existing or proposed studies.
- Supports, sustains and facilitates communication with members of the court including, judges, their staff, Clerk's Office, as well as representatives from the State Attorney's and Public Defender's Offices.
- Attend monthly recurring meetings and participates in special projects as required.

Education, Knowledge and Experience

- A Bachelor's degree from an accredited college or university in a relevant discipline, such as criminology, criminal justice or sociology, along with two years of experience in compiling, analyzing and interpreting data.
- Strong analytical skills, including experience and knowledge of data analysis and data management techniques using Excel, Access and/or other statistical software packages, such as SPSS or SAS.
- Strong organizational, oral and written communication skills.
- Demonstrated ability to communicate complex topics to non-expert audiences.
- Demonstrated ability to think strategically.
- Ability to take initiative, prioritize tasks, work independently and as part of a team.

The position is full-time. Starting Salary is \$42,500 - \$61,700 with full health and dental benefits.

To apply

Send a cover letter, resume and writing sample by mail to:

Honorable Barry G. Williams, Judge In-Charge - Criminal
Circuit Court for Baltimore City
111 N. Calvert Street, Room 550 East
Baltimore, MD 21202

Send email with attachments to stephanie.young-medina@mdcourts.gov.

This position is open until filled.

The Circuit Court for Baltimore City is an equal opportunity employer.